

BRUNSWICK

COMMUNITY COLLEGE

Job Title: Police Officer
Reports to: Chief of Campus Police

FLSA: Non-Exempt
Date: September 2015

The incumbent in this position is expected to support the College in achieving its mission and goals. Student focus, college services, and a willingness to assist as needed are expected from all employees.

GENERAL FUNCTION

Responsible for maintaining security and safety of persons and property on the college campus; identifying potential security and safety hazards; being observant and responding to potential criminal activity on campus; maintaining good public relations by assisting others as a source of information and direction; controlling and regulating traffic and parking; investigating all security, safety, and traffic incidents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The selected candidate is responsible for protecting all life and property on the entire college campus. Administers and enforces the campus parking program; issues parking permits, etc.

- Enforces the campus parking program. Issues parking permits. Is responsible for the protection of life and property on the Brunswick Community College's campus.
- Enforces state laws and college regulations; issues uniform citations; makes arrests as necessary; testifies in court when needed.
- Responds and investigates reports of criminal acts; completes all necessary forms submitted to local authorities and other agencies.
- Provides first aid and basic life support at accident scenes. Investigates vehicle or on-the-job accidents; completes proper reports. Conducts routine police/security patrols of buildings and grounds. Transports bank deposits to local bank for cashier's office.
- Processes crime scenes for incidents not involving local authorities by performing various duties such as photographs, fingerprints, etc.
- Conducts follow-up investigations by performing such duties as questioning suspects and witnesses, completing reports, issuing warrants, etc.
- Transports sick or injured students to local medical facility or their home if ambulance is not available.
- Performs various public service and crime prevention duties such as responding to information requests, talking with students about personal safety, engraving college equipment or personal property for students.
- Utilizes a variety of reports and forms such as vehicle registration, accident reports, crime reports, time sheets, technical reports, security reports etc.
- Communicates and interacts with a variety of groups and individuals such as students, immediate supervisors, faculty, staff, security officers, law enforcement officials, technicians, etc.
- Operates various machinery and equipment such as police department vehicles, computer, two-way radio, cellular phones, pagers, service weapon, siren, etc.
- Perform other job-related duties as assigned.
- Confidentiality is extremely imperative. Brunswick Community College follows FERPA guidelines.

MINIMUM REQUIREMENTS

- High School or GED, BLET Certification
- Valid driver's license
- Ability to communicate with all levels of staff, faculty, subordinates, students, and the public in the performance of the job

This is a fulltime position with benefits. Salary range is determined by the candidate's education and experience. The position will remain open until filled and subject to budget availability. A completed and signed Brunswick Community College application, a letter stating your qualifications related to the position requirements, skills and abilities, transcripts, and resume are required. Applications may be found online at www.brunswickcc.edu. Applicants should send all documents and inquiries to: Human Resources, Brunswick Community College, PO Box 30, Supply, NC, 28462. Fax (910) 754-8229 Telephone: (910) 755-7300

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